

Arizona Department of Juvenile Correction
General Operating Procedure
Education

PROCEDURE NO. 4403.01	REF POLICY NO. 4403	EFFECTIVE: 06/07/04 PRIOR ISSUE: n/a
TITLE: Proposition 301: The Classroom Site Fund	AUTHORIZED: Judith Lanphar, Ed. D., Acting Superintendent of Education Debra Peterson, Acting Assistant Director of Support Services	

I. Purpose:

Classroom Site Fund monies (Proposition 301) are divided into three funding streams with percentage allocations assigned to three areas with distinct purposes. A.R.S. 15-977A states: "Each school district or charter school shall allocate 40 percent of the monies for teacher compensation increases based on performance and employment related expenses, 20 percent of the monies for teacher base salary increases and employment related expenses and 40 percent of the monies for maintenance and operation purposes..."

II. Rules:

1. Teacher Base Salary Increase:

- a. **ADJC** shall make teacher base salary increases as lump sum payments two times during the school year. **ADJC** shall give the payments in the "third check of the month;" once in the Fall and once in the Spring:
 - i. By August 30 of each school year, **ALL TEACHERS** shall sign the Form 4403.01A Classroom Site Fund (Proposition 301) Information Form which explains the fluctuating nature of the Classroom Site Fund monies;
 - ii. **THE SUPERINTENDENT OF EDUCATION'S ADMINISTRATIVE ASSISTANT** shall ask teachers hired during the course of the year to sign the Classroom Site Fund (Proposition 301) Information Form during their orientation period;
 - iii. **THE SUPERINTENDENT OF EDUCATION'S ADMINISTRATIVE ASSISTANT** shall send the signed forms to be kept on file during the employment years of each teacher to the following offices:
 - (1) **THE SUPERINTENDENT OF EDUCATION'S ADMINISTRATIVE ASSISTANT** shall keep and maintain the original, signed form in the employee's official personnel file, located in the ADJC Human Resources Office;
 - (2) **THE SUPERINTENDENT OF EDUCATION'S ADMINISTRATIVE ASSISTANT** shall keep and maintain copies of signed forms on file in Education's Central Office.
- b. Based on estimated revenues, provided by the Arizona Department of Revenue, **THE EDUCATION SYSTEMS** shall provide the necessary information to payroll so that the base salary increase can be processed in a timely manner barring any unforeseen circumstances;

- i. One month prior to the "third check of the month" payroll period, **ADJC EDUCATION SYSTEMS** shall prepare the current teacher list and give it to the ADJC Education Business Manager;
 - ii. Within five working days, **ADJC EDUCATION BUSINESS MANAGER** shall determine the increase-to-salary amount based upon the legislated formula and send this information for approval by the ADJC Fiscal Management Services Division Director.
(Formula: Total sales tax estimate x 20% divided by the number of teachers. The calculated amount per teacher is pro-rated by date of hire. Teachers hired in September will not receive as much as teachers hired in July);
 - iii. Upon receiving approval of the amount by the ADJC Fiscal Management Services Division Director, **THE ADJC EDUCATION BUSINESS MANAGER** shall forward the current teacher list and the amount per teacher to payroll, to the ADJC Superintendent of Education or his/her designee one week prior to time card deadline for the "third check of the month" pay period barring any unforeseen circumstances, "such as delay of approval, payroll malfunction, etc.";
 - c. **THE ADJC SUPERINTENDENT OF EDUCATION OR DESIGNEE** shall notify all education administrators and teachers of the increase-to-salary amount one week before checks are available.
2. **Teacher Compensation Increase Based on Performance**
- a. **ADJC** shall divide the 40 percent funding stream among all teachers earning performance compensation annually based on a funding formula approved by the ADJC Education Management Group:
 - i. **THE ADJC EDUCATION MANAGEMENT GROUP** shall design funding formulas to reward specific classroom performances such as number of students achieving educational benchmarks, teacher involvement in school-wide improvement, etc.;
 - b. **ADJC** shall award performance-based payments as a lump sum no later than July 31 following close of fiscal year in which performance evaluations were made;
 - c. **THE ADJC SUPERINTENDENT OF EDUCATION** will notify all participants prior to July 31, regarding obstacles, remedies, and a new timeframe for compensation, should this deadline not be met;
 - d. Payments shall be determined using a formula that progressively rewards teaching performance. Rubrics for each level are in Forms 4403.01 D-I;
 - i. Distinguished-level teaching shall be rewarded at the highest level and all distinguished teachers shall receive the same reward amount;
 - ii. Proficient-level teaching shall be rewarded at the mid-point level and all proficient teachers shall receive the same reward amount;
 - iii. Basic-level teaching shall be rewarded with the least reward amount and all basic-level teachers shall receive the same reward amount.
 - e. **THE ADJC SUPERINTENDENT OF EDUCATION'S ADMINISTRATIVE ASSISTANT** shall maintain performance-observation records;

- f. The ADJC Proposition 301 Teacher Committee shall be comprised of two teachers from each secure school and one teacher representing community services teachers. Selection of the membership shall be shared by administrators and teachers. The total number of teachers shall be nine:
 - i. **TEACHERS AT EACH SECURE SCHOOL** shall select a representative;
 - ii. **EACH PRINCIPAL** shall appoint a second representative;
 - iii. **TEACHERS IN THE COMMUNITY RESOURCE CENTERS** shall elect one teacher to represent them;
 - vi. **THE ADJC SUPERINTENDENT OF EDUCATION OR DESIGNEE** shall be responsible for maintaining the representative composition of the committee and arrange terms for each member so annually, one-third of the membership leaves the committee and new representatives join;
 - v. **THE ADJC SUPERINTENDENT OF EDUCATION OR DESIGNEE** shall sit ex officio as a member of the committee.
- g. The duties of the committee shall be:
 - i. Determining the standards, (rubrics) and scores upon which performance compensation is based;
 - ii. Monitoring and adjusting the evaluation protocols;
 - iii. Making performance compensation recommendations to the ADJC Educational Management Group; and
 - iv. Incorporating current research on performance-based pay, legal requirements and local resources into all their decisions.
- h. **ALL TEACHERS** shall attend training on the performance rubrics used for evaluation, the evaluation process, the appeal process and the relationship to PASE. **THE SUPERINTENDENT OF EDUCATION OR DESIGNEE** shall arrange for this training;
- i. **ALL TEACHERS** shall sign a form acknowledging the fluctuating nature of revenues and their understanding of why amounts differ (Form 4403.01A Classroom Site Fund Information Form);
- j. By August 30 of each year, **EACH TEACHER** shall determine his/her performance level for evaluation purposes, (Form 4403.01B: Classroom Site Fund Performance Pay Declaration);
- k. **TEACHERS, WHO ARE HIRED AFTER AUGUST 30**, shall determine their teaching level, ten working days after new-hire orientation, during which time they shall attend training on the ADJC Classroom Site Fund program;
- l. **EACH TEACHER** may "opt-out" of the ADJC Classroom Site Fund compensation process. (Form 4403.01B: Classroom Site Fund Performance Pay Declaration);
- m. There shall be an equal number of teachers and education administrators trained as qualified evaluators for the purpose of observing and scoring teachers for performance compensation:
 - i. To determine performance compensation, **QUALIFIED EVALUATORS** shall observe every teacher for two evaluations during the fiscal year utilizing the score levels as determined by the ADJC Proposition 301 Teacher Committee:
 - (1) By September 10, **THE SUPERINTENDENT OF EDUCATION'S ADMINISTRATIVE ASSISTANT** shall publish the first round evaluator assignments and disseminate the schedule to all participants and evaluators;

- (2) **EACH EVALUATOR** shall make the first contact with the teacher and provide a timetable of available dates for observations;
 - (3) **THE TEACHER** shall respond to the evaluator with date and time preferences for the observation within ten working days of receiving the evaluator's timetable of available dates;
 - (4) Should the teacher fail to respond within ten working days, **THE ASSIGNED EVALUATOR** shall notify the teacher, in writing, that forfeiture of performance pay will occur if an observation date and time is not arranged within five working days upon receipt of the written notification;
 - (5) If the teacher is not contacted by the assigned evaluator within 15 working days of the published schedule, **THE TEACHER** shall notify his/her **SUPERVISING PRINCIPAL** who shall arrange for communication to commence between the evaluator and teacher;
 - (6) By January 15, the schedule of the second round of evaluator assignments shall be disseminated to all participants and evaluators. The same notification protocol shall prevail. (See 2.m.vii. for scheduling of teachers hired after the published observation schedule);
 - (7) **THE SUPERINTENDENT OF EDUCATION'S ADMINISTRATIVE ASSISTANT** shall not schedule qualified evaluators to observe teachers at the same location where they work, unless permission is given by the ADJC Superintendent of Education based on mitigating factors, such as, but not limited to:
 - (a) Hardship of moving teachers to other schools;
 - (b) Lack of schedule flexibility;
 - (c) Lack of qualified evaluators available to observe.
 - (8) **EVALUATORS** shall limit their communication among themselves to a discussion of the reinforcement and refinement skills in order to promote professional growth and continue the coaching model.
- ii. Performance observations shall not be grievable:
 - (1) However, **THE TEACHER** can make an appeal for a third observation if one of the two observations falls below the required performance score. **THE TEACHER, THE APPELLANT**, shall fill out the appeal form;
 - (2) **THE ON-SITE PRINCIPAL** may request another evaluation if there is a significant discrepancy between performance-pay evaluations and PASE. In this case **THE PRINCIPAL** shall fill out the appeal form;
 - (3) **THE TEACHER OR THE PRINCIPAL** shall send the completed form to the ADJC Superintendent of Education within ten working days of the post-conference in which the appellant failed to earn the required points.
 - iii. Within 15 working days of *aforesaid* post-conference date, **THE ADJC SUPERINTENDENT OF EDUCATION** shall arrange for a third observation using a qualified evaluator from the ADJC Education Management Group. The score of the third observation shall stand without further appeal;

- (1) **ADJC EDUCATION MANAGEMENT GROUP (EMG)** at the first meeting in September shall approve a random-ordered list of current administrators having Qualified Evaluator training. Each year, a new random-ordered list of current administrators having Qualified Evaluator training shall be approved. (The EMG is made up of all the administrators that have Qualified Evaluator training);
 - (2) **THE ADJC SUPERINTENDENT OF EDUCATION** shall use this list when a third observation becomes necessary due to appeal. If the selection falls upon the on-site principal, the **ADJC SUPERINTENDENT OF EDUCATION** shall go to the next name on the list.
 - iv. **THE ADJC SUPERINTENDENT OF EDUCATION** shall notify the appellant who the assigned evaluator will be. Within five working days, **THE APPELLANT** shall respond if s/he wishes to go forward, or wishes to drop the appeal;
 - v. **THE SUPERINTENDENT OF EDUCATION'S ADMINISTRATIVE ASSISTANT** shall add teachers who are hired in the course of a school year to the observation schedule immediately. **THE TEACHERS** shall be able to receive an earned, pro-rated performance compensation amount dependent upon date of hire. **ALL TEACHERS** shall be scheduled for two observations:
 - (1) **TEACHERS HIRED IN THE FIRST QUARTER OF THE SCHOOL YEAR** (*July through September*) shall receive a full payment;
 - (2) **TEACHERS HIRED IN THE SECOND QUARTER OF THE YEAR** (*October through December*) shall receive a three-quarter portion of the payment;
 - (3) **TEACHERS HIRED IN THE THIRD QUARTER OF THE YEAR** (*January to the March Intercession*) shall receive half of the payment;
 - (4) **TEACHERS HIRED DURING OR AFTER THE MARCH INTERCESSION** shall not be eligible for performance-based pay until the following school year.
 - vi. Teachers who are unable to successfully complete two classroom observations by ADJC's qualified evaluators shall not earn performance-based pay. Unsuccessful completions may be due to (but not limited to) an inability to meet the rubrics, administrative leaves for disciplinary purposes, resignation prior to the end of the school year;
 - vii. **THE QUALIFIED EVALUATOR** shall provide teacher coaching pre-conference, observation, and post-conference model to provide professional growth opportunities;
 - viii. Whenever possible, **THE ADJC SUPERINTENDENT OF EDUCATION OR DESIGNEE** shall reschedule a performance observation if a teacher was not available for a scheduled observation due to *an approved leave, or* disciplinary suspension. ADJC Education System shall honor the opportunity for the teachers to earn classroom performance compensation.
3. **Relationship Between Performance Pay Evaluation and State Employee PASE**

- a. School principals are responsible for the supervision of teachers. Proposition 301 performance-based pay initiative does not abrogate this accountability measure. **SCHOOL PRINCIPALS** shall continue observing, evaluating and supervising teachers as delineated in A.R.S. 15-537:
 - i. **SCHOOL PRINCIPALS** shall complete a PASE for each teacher annually;
 - ii. **THE ADJC PROPOSITION 301 TEACHER COMMITTEE** shall recommend language for inclusion in the PASE that continues the professional values found in the rubrics of the performance-based pay initiative;
 - iii. **THE ADJC SUPERINTENDENT OF EDUCATION SHALL COLLABORATE WITH ADJC HUMAN RESOURCES ADMINISTRATOR** to ensure that performance-based pay rubrics are mapped into the language of the PASE.
 - 4. **Maintenance and Operations**
 - a. **ADJC** shall ensure that forty percent of the Classroom Site Fund (Proposition 301) funding stream is expended for priority needs identified by the school principals that comply with A.R.S. 15-977C and that are approved by the ADJC Superintendent of Education;
 - b. **ADJC** shall ensure that financial records regarding the Classroom Site Fund shall be available for review by the public in the office of the ADJC Education Business Manager during regular office hours.
 - 5. **Procedural Monitoring and Communication with AZ Department of Administration**
 - a. **THE ADJC SUPERINTENDENT OF EDUCATION** shall monitor this procedure to ensure all state mandates regarding Proposition 301 monies are followed;
 - b. **THE ADJC SUPERINTENDENT OF EDUCATION** shall distribute all minutes of the ADJC Proposition 301 Teacher Committee to the ADJC Administrator of Human Resources.
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